**How to Make a New Tree Ready to Upload**

**Tree Name Folder**

1. Change the name of the Tree Name folder for how you want it to be displayed in the app
2. Change the number of the Tree Name folder to the position this tree should have in relation to other trees in the same collection

**Template for One Branch Folder**

1. Copy the template folder and its contents for each new branch
2. Change the name of the Branch Folder for how you want it to be displayed in the app
3. Change the number of the Branch Folder to the position this tree should have in relation to other branches in the same tree
4. Fill out the excel for each branch
5. Add media files for the branch inside the folder. Make sure the number on the media file is the same as the number of its row on the excel. Note: Lesson names come from the excel, not the file names.

**Extras Folders**

Any tree or branch folder can have art or a description file.

* If you want to display text in the app with an introduction or other important information about this folder edit the description.txt file in the folder template
  + - Use the file in the Extras Folder and just add text to it without changing the file name
* If you want to display an image for the folder put any image and call it art.jpg. **Make sure to call it art.jpg**
  + See the example in the Extras Folder
* If you your language or special characters do not work well with Android you will need to use the title.txt file to write the name of each folder and place them in its folder
  + - Use the file in the Extras Folder and just add text to it without changing the file name

*If you make this better or translate it please send us a copy.* Thanks!